

SAM – DISBURSMENTS

INVOICES FOR CONTRACTUAL SERVICES

8422.104

(Revised 10/78)

Invoices for contractual services and space rental pursuant to an existing contract or lease will show the applicable contract or lease number, or other data, that will permit positive identification of the contract or lease. The State Controller's Office can then examine the contracts to determine whether the payments are in accordance with the contract terms. All written contracts are filed with the State Controller's Office after execution in accordance with SAM Section 1207.

Original authorizations by lessors to make payments to someone other than the lessor will be forwarded to the State Controller's Office before scheduling invoices requiring such payment. If the lease was originally subject to the approval of the Department of General Services, its notification of approval will be secured before scheduling invoices to the new payee.

Departments will attempt to obtain invoices in advance for all payments to be made under contracts or leases which provide for fixed monthly or quarterly payments, other than for space rentals. As each payment becomes due, the applicable invoice will be removed from the file and scheduled for payment. If the lessor or contractor's names are not on printed billheads, the invoice should be checked for signatures of the lessor or contractor. Remove remaining invoices from the file if contracts or leases are canceled.

Board of Control Rule 677(f) permits space rental payments without an accompanying invoice. A listing of the lease payments to be made may be submitted instead of individual invoices. The listing must include the lease number, name of lessor/assignee, location of leased property, amount, period covered by payments, and due date of the payment. The listing format must be approved by the Division of Audits of the State Controller's Office prior to submitting the listing for payments.

Changes (payee, amount, address, etc.) to a space rental lease must be received by Division of Audits of the State Controller's Office by the 22nd of the month in order to make the change effective by the first of the succeeding month.

Invoices for payment on oral agreements should describe fully the nature of the services rendered and the terms or conditions under which payment is to be made and a notation that there is no written agreement.

Where a contract calls for a one-time payment, the Controller's copy of the contract may be attached to the related invoice at the time the claim schedule is sent to the State Controller's Office. This will facilitate the audit of such claims and expedite payment. This procedure will not include those contracts which are sent after approval, by the Department of General Services, to the State Controller's Office.